



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 NS ISSUE 2

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EFFECTIVE: 11-25-13
Updated

SUBJECT: PROCEDURE FOR OBTAINING AND CHARTING HEIGHTS AND WEIGHTS FOR CHILDREN (2-5 Years)

APPROVED: 11-25-13

BY : Diana Alexander , Director

PURPOSE

Height and weight measurements are critical for identifying children who are overweight, obese, or underweight.

POLICY:

Height and weight measurements are obtained on children 2-5 years of age twice during the year. The data collected becomes a part of the child's file

- **Overweight** is defined as a Body Mass Index (BMI) for age on the growth chart from the 85th percentile to 94th percentile.
- **Obesity** is defined as a Body Mass Index (BMI) for age on the growth chart above 95th percentile
- **Underweight** is defined as a Body Mass Index (BMI) for age on the growth chart below the 5th percentile.

REFERENCE

Head Start Performance Standards 1304.23 (a) (1)

PROCEDURE

In the preschool program, height and weight data will be collected from both the physical form completed by a health care provider, and from actual measurements taken in the classroom. The Generalist is responsible for collecting this data.

- The **first** height and weight measurement should be collected within **45 days** of the child's enrollment (for new and repeaters).
- Repeater must follow the State of California EPSDT schedule for measurements. Measurements taken over 2 months prior to the start of school must be redone within 45 days from the start of school.
- Generalist will work with teaching staff to integrate the weighing and measuring of children into the classroom curriculum. During the screening process, teachers will supervise children. Teacher aids will help each child to step on the scale.
- Generalist will take a height and weight measurement of the child following the guidelines for measuring weight and stature of children described in this procedure.
- The **second** height and weight measurement is collected during the month of **January** for Track Sites and **February** for Traditional Sites for all enrolled children.

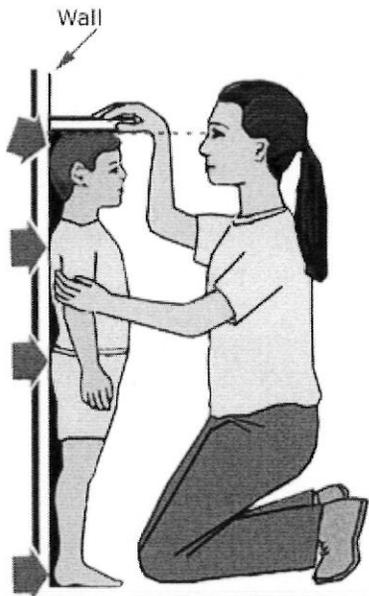
THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED WHEN WEIGHING AND MEASURING CHILDREN IN THE HEAD START PROGRAM:

MEASURING WEIGHT:

- Have children remove any excessive clothing such as jackets and shoes.
- Balance the scale by placing it on a flat surface and making sure that the scale registers zero.
- Have the child stand in the middle of the scale.
- When reading the scale, check that the child is not moving.
- Confirm the weight (two readings agree within 4 ounces) before recording.
- Weight is to be recorded in pounds.

MEASURING STATURE:

- Have children remove any excessive clothing such as jackets and shoes.



- Stand the child with his/her back to the measuring surface.
- Correctly position the child so that:
 - Shoulder blades, buttocks, and heels are touching the measuring surface.
 - Child is looking straight ahead.
 - Legs are straight and knees together.
 - Shoulders are relaxed and arms at sides.
 - Heels are flat on the floor and the knees are not flexed.
 - Lower a flat edge guide such as the headpiece until it is firmly touching the crown of the head.
- Confirm the measurement (two readings agree within 1/8") before recording.

ANALYSIS OF DATA:

- Height and weight measurement data will be inputted in Growth Assessment section in COPA software.
- For all children 2-5 years old, print BMI for age 2-20 years and place it in child's file.

FOLLOW UP PROCEDURE FOR OVERWEIGHT / OBESE/ UNDERWEIGHT

1. The **Generalist** will provide Nutrition handouts for overweight children, who fall between 85%-94% and document in **Child Case Note** in COPA.
2. The **Generalist** will ensure **a confidential referral** via **COPA** have been made to the **Nutritionist** if a child is above the 95th percentile or below the 5th percentile and notify **Teacher**.
3. The **Generalist** will contact the parents/guardians and Provide "**Weight Letter**" and nutrition education handouts.
4. The **Nutritionist** will schedule nutrition classes at each site.
5. The referral will be closed after three attempts have been made.
6. Please refer to the table below for the appropriate handouts for each weight category.

Overweight (BMI 85%-94%)	Obese (BMI >95%)	Underweight (BMI <5%)
Provide Nutrition Pamphlets Healthy Choices For Kids	Provide Nutrition Pamphlets with Weight letter Healthy Choices For Kids	Provide Nutrition Pamphlets with Weight letter Tips For Picky Eaters
No referral to Nutritionist	Referral to Nutritionist	Referral to Nutritionist
Refer to WIC, Nutrition classes	Refer to WIC, Nutrition classes	Refer to WIC, Nutrition classes
Document in COPA/ Child Case notes	Document in COPA/ Referral section/ Case notes	Document in COPA/ Referral section/ Case notes